

REQUEST FOR QUALIFICATIONS PLANNING, ENGINEERING AND ARCHITECTURAL LANDSCAPING CONSULTING SERVICES

I. PURPOSE OF REQUEST: The Coastal Regional Commission (CRC) is soliciting statements of qualifications (RFQ) from individuals and firms in connection with a continuing services contract for planning and engineering services for the Coastal Regional Commission.

Planning and Engineering tasks will include master planning and similar planning and engineering work such as:

- Drafting regulations/creating special overlay districts
- Form based land development policies and review procedures
- Design studies
- Special studies that may lead to amendment of land development regulations
- Creation of site plans
- Development of conceptual plans for specified properties and areas
- Miscellaneous Services such as conduct traffic data collection
 - Provide travel demand modeling

In addition to the services identified above, the Planning and Engineering firm may be asked to perform such other services as may be identified in a written Work Order.

II. TIME SCHEDULE

The CRC will follow the following timetable:

- Issue RFQ April 15, 2011
- Deadline for Submittal of Responses to RFQ May 6, 2011

III. INSTRUCTIONS TO PROPOSERS

A. All responses shall be sent to:

Lupita McClenning
Director of Planning & Government Services
Coastal Regional Commission
127 F. Street
Brunswick, GA 31520
912.262.2870

B. Please place one (1) original and three (3) copies of your RFQ in a sealed envelope and clearly label in the lower left corner "Statement of Qualification for Services."

C. Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities. Use of both sides of paper sheets for any submittals to the CRC is desirable whenever practicable.

D. Submit key professional personnel who will be involved in performing all activities.

E. An authorized representative of the firm must complete and sign a cover letter and return it with your statement of qualifications.

F. Any questions concerning the CRC's RFQ process shall be directed to Lupita McClenning, 912.262.2870, or lmcclenning@crc.ga.gov.

G. The firm or individual must include evidence that he or she maintains the following minimum insurance:

1. Workers' compensation and employer's liability in amounts required by law;
2. Commercial general liability with limits of liability not less than \$1,000,000;
3. Automobile liability insurance with limits of liability not less than \$1,000,000; and,
4. Professional Liability with limits of liability not less than \$1,000,000.

IV. TERMS AND CONDITIONS

A. The CRC reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ/proposal.

B. The CRC reserves the right to request clarification of information submitted, and to request additional information from any contractor.

C. The CRC reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the CRC the services described in the attached specifications, or until one or more of the proposals have been approved by the CRC administration, whichever occurs first.

E. The CRC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ.

F. The CRC shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.

G. The CRC encourages minority and women-owned firms to submit qualifications consistent with the CRC's policy to insure that minority and women-

owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

VI. COMPENSATION

A. Upon selection of the most qualified firm(s) on the basis of demonstrated competence and qualifications for the type of professional services required, the CRC will negotiate a price which it determines is fair and reasonable.

B. Payment by the CRC for the services will only be made after an itemized billing statement is submitted and approved by the appropriate CRC representative. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VII. PUBLICATION

This RFQ shall be published as follows:

- Bryan County News
- Statesboro Herald
- The Effingham Herald
- Darien News
- The Brunswick News
- Savannah Morning News
- The Coastal Courier
- Tribune-Georgian
- Sylvania Telephone